

## How to initiate a purchase/payment - General Rule of Thumb

### Purpose

### Process/Form

#### Business Expense/Reimbursement

|   |   |
|---|---|
| A product, material, or service payable to a non-individual < \$1,000 | Pcard   |
| A product, material, or service payable to a non-individual < \$500   | Check Requisition (Pcard is preferred)          |
| A product, material, or service payable to a non-individual > \$1,000 | Purchase Requisition (Via PeopleSoft)           |
| A business expense reimbursement < \$500                              | Check requisition                               |
| A business expense reimbursement > \$500                              | Purchase Requisition (Via PeopleSoft)           |
| Personal Mileage Reimbursement & Transportation order                 | Check requisition or cash reimbursement voucher |

#### Travel

|                               |   |
|-------------------------------|---|
| Travel Advance                | TA in PeopleSoft (Travel Dept.)             |
| Travel expenses reimbursement | Expense report in PeopleSoft (Travel Dept.) |

#### Department Transfers

|   |                             |
|---|-----------------------------|
| Purchases or transfer of expenses between departments | CPO - Campus Purchase Order |
|---|-----------------------------|

#### Payment for Services

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|--|--|
| Payment for services by an individual student.   | See Student Employment                           |
| Payment for services by an individual. (HR determines whether the individual is an employee or independent contractor) | Request For Temporary Services (Human Resources) |

#### Payments for Scholarships or Awards

|  |   |
|--|---|
| Payment to individual employees (including students) as an award | Needs to be processed as wages (HR or Student Employment) |
| Payment to individual non employee as an award                   | Honorarium Request (Human Resources)                      |
| Scholarship payments to students regardless of funding source    | Scholarship & Awards Submission Form (See Financial Aid)  |

**Note on Cash Vouchers:** Cash vouchers are available for reimbursements to employees (up to \$200), however our preferred method of payment is by check. Reimbursement amounts should not be accumulated and only one cash reimbursement voucher may be submitted to the cashier's office per person per day.